



GRAVETTE PUBLIC LIBRARY



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MEMBERSHIP AND FEE POLICY

Membership Eligibility

1. Any permanent resident, property owner or student of Gravette School District is eligible for a library membership from the Gravette Public Library.
2. Non-Residents of the Gravette School District may purchase a non-resident membership.
3. Patrons, under the age of eighteen, are required to have a parent/guardian's signature, identification, and proof of residency to obtain a membership.

Obtaining a Library Membership

Patrons will need to do or have:

1. Proof of Residency: Water bill, junk mail, or any form of mail showing current mailing/physical address.
2. Picture Identification: Drivers License, or any form of picture identification.
3. Pay fees:
 - a. Free for those who are Gravette School District Residents
 - i. FREE for all ages
 - ii. FREE for Business Owners or Employee's of the Gravette School District who live outside the Gravette School District will be required to show proof of identity/business location, and picture id.
 - b. Non-Residents
 - i. 18 years and over-\$10.00 a year
 - ii. 17 years and under -\$5.00 a year
4. Minors: Age 17 and under need parent/guardian to accompany them for there initials and signatures on the membership form.
5. Patrons will not be allowed to check out materials or have computer privileges until all of the above process is completed.

Patron's Library Membership privileges may be lost or suspended if:

1. Account is not keep current, with no fines or overdue materials.
2. The Rules of Conduct are not followed.
3. The Computer Use Policy is not followed

CHARGES AND FINES POLICY

Overdue Charges:

1. Books: Adult, Children, Junior, and Young Adult
 - a. \$0.20 per day
 - b. Maximum \$5.00
2. Audio: Adult, Children, Junior, and Young Adult
 - a. \$0.50 per day
 - b. Maximum \$10.00
3. Video: Adult, Children, Junior, and Young Adult
 - a. \$0.50 per day
 - b. Maximum \$10.00
4. Music: Adult, Children, Junior, and Young Adult
 - a. \$0.50 per day
 - b. Maximum \$10.00

Patrons will be contacted twice by phone or by mail for both overdue materials and fines accrued. If patrons account is not up to date after 2 contacts, then their account will be restricted from use until their account is brought up to date. After their account has been brought up to date, they will be on probation for 6 months with only being able to check out 1 material at a time. If at all during the 6 months they are late or have fines, they will be permanently suspended for 3 months, with no privileges. The 3 months will begin when their account is brought back up to date.

The Library will lodge a complaint with City Attorney for collection of materials/books thru the Affidavit of Complaint. Where upon the City Attorney can request an arrest warrant from the courts. Once the warrant is requested, all restitution is handled through the courts. This occurs after you have received 3 notifications from the Library; the office of City Attorney will be the 4th contact you receive.

Damaged Materials:

- | | | |
|--|--------------------|--------|
| 1. Torn Pages: Repairable | | |
| 2. Written In | \$1.00 | |
| 3. Damaged Spine: Repairable | | \$1.00 |
| 4. Damaged Plastic Cover | \$2.00 | |
| 5. Damaged/Missing Barcode Or Spine Labels | \$1.00 | |
| 6. Wet or Moldy Material | \$Replacement Cost | |

Lost Material:

1. Value of the Material plus \$2.50 for processing fees.
2. If, after a lost material has been paid for, the patron returns it to the library in good condition, within 3 months of the due date, one-half of the cost of the item will be refunded.

Collections

Signature: _____

1. Memberships with overdue materials or fines will be temporarily suspended until account is brought up to date.
2. Patrons will be contacted twice by phone/mail, for both overdue materials and fines accrued.
 - a. If patron's account is not up to date after 2 contacts, the account will be "Restricted" until brought up to date.
 - b. After collecting, patron will be limited on privileges.
 - i. No Overdue Materials or Fines permitted.
 1. 3 month suspension with no privileges.
 2. After 3 months acct will be reinstated.
 3. If occurring fines over 6 mo then acct will be deleted w/no privileges.

RULES OF CONDUCT

1. The defacing or mutilation of any library property or materials is prohibited.
 2. Patrons may not eat or drink in the library unless authorized by Library Staff.
 3. Smoking, chewing, or other tobacco use is prohibited.
 4. Sleeping is prohibited.
 5. Patrons should be properly clothed at all times, including shirt and shoes.
 6. Wet clothing is prohibited in the library.
 7. Animals, except Service Animals, are prohibited unless authorized by Library Staff.
 8. Public Restrooms are for Library Patrons only.
 9. Public Restrooms are not to be used for bathing or changing of clothes.
 10. Soliciting is prohibited.
 11. Loitering is not recommended on Library Property. Utilize Library resources.
 12. Conversation of unacceptable noise levels or disturbing to other patrons/library staff is prohibited.
 13. Disrespectful Behavior is prohibited.
 14. Littering is prohibited.
 15. Extreme Gaming or Horseplay is prohibited.
 16. Carrying weapons of any type is prohibited.
 17. Being under the influence, selling, usage, or possession of alcohol/illegal drugs is prohibited.
 18. Cell phone use is prohibited. Cell phones must be turned off or silenced within the library.
 19. The Library Phone is for Library use only.
 20. The Rules of the INTERNET COMPUTERS must be followed.
 21. Parents/Guardians are responsible for unaccompanied minors at time of Library Closing. The Police Department will be called if unaccompanied minors are left on Library Premises at time of closing.
- Failure to follow the Rules of Conduct will result in removal from the library premises. If necessary, the police will be called for assistance.

1st Offense-Warning

2nd Offense-One Day to One Week Suspension

3rd Offense-Permanent Suspension

GRAVETTE PUBLIC LIBRARY COMPUTER USE POLICY:

IN ACCORDANCE WITH 2001 ACTS 912 AND 1533 OF THE STATE OF ARKANSAS: COMPUTERS located within the Gravette Public Library are tools to assist the public. Any person wishing to use a library computer, or any parent or guardian giving permission for a minor to use a library computer, must first have read the LOCAL AND STATE LIBRARY INTERNET USE POLICY, and must have agreed in writing to the rules outlined, and signed an authorization form for use.

1. All persons accessing the Internet must have signed the designated Computer Use authorization form on file.
2. Parents/Guardians are solely responsible for the material their minors access on Library computers.
3. Patrons under the age of 15 will only be permitted to use the Youth Computers unless authorized by Library Staff.
4. Patrons 15 years or older will only be permitted to use the Adult Computers unless authorized by Library Staff.
5. The Library has no control over and no liability for any information accessed through the Internet, and is not liable or responsible for its content.
6. The Library will not police patrons. However, the Library reserves the right to question materials accessed for appropriateness in a public setting.
7. Internet use is restricted to one-half hour unless authorized by Library Staff.
8. "Misuse of the Library's access to the Internet" includes but is not limited to the following:
 - a. Using the Internet for illegal activity, including computer hacking and copyright or intellectual property law violations.
 - b. Gaining intentional access or maintaining access to materials, which are "harmful to minors" as defined by Arkansas laws.
 - c. Making unauthorized copies of computer software
 - d. Using abusive or profane language or using the system to harass, insult, or verbally attack others.
 - e. Invading the privacy of individuals
 - f. Introducing a virus to, or otherwise tampering with the system.
 - g. Wasteful use of limited resources provided by the Library, including paper.
 - h. Any other misuses will be defined by the Library Staff.
9. Only ONE person at a computer at a time unless authorized by Library Staff
10. Usage of disks or pen drives must be approved by Library Staff.
11. Liability for Debts: Patrons or their cosigners shall be liable for any and all costs (debts) incurred through the use of computers or the Internet including penalties for copyright violations.
12. ARKANSAS CODE 5-68-205, "PUBLIC DISPLAY OF OBSCENITY," forbids displaying, sending or receiving material inappropriate for viewing in public.
13. Deliberate violations will be cause for the Library to suspend, restrict, or revoke Computer & Library Use Privileges.